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2 December 1955

OFFICE OF PERSONNEL MEMORANDUM NO. 20-800-5

SUBJECT: Bi-Weekly Activity Reports

RESCISSION: OPM 20-808-1 (72-53) dtd 14 Sep 53, subject: Division and Staff Weekly Activity Reports

1. Periodic reports of activities, problems and accomplishments are a valuable management tool. They serve not only to inform the head of an organization of operations under his supervision but also to require intermediate supervisors to review their activities on a regular basis. Within the Office of Personnel, a program of semi-annual and annual progress and plans reports has been established to provide a basis for comprehensive review and evaluation of current programs and workload, program plans and objectives. More immediate events will be reported through the bi-weekly activity reports prescribed herein.

2. The Deputy Director of Personnel for Planning and Development and each Division Chief of the Office of Personnel will prepare an activity report for each two week period beginning with the period 5 - 16 December 1955. Reports will be due in the Office of the Executive Officer by the close of business on the Monday following the period reported (19 December 1955 for the first such report).

a. Content: The bi-weekly activity report will summarize important events during the period reported. Workload statistics will not be included unless pertinent to some other item being reported. Examples of items to be reported include progress on and completion of major or priority assignments, conferences and discussions concerning policies and procedures, emergency cases, operating problems, and negotiations with elements outside the Office of Personnel.

b. Format: Each of the officials designated above will submit a one page report covering all of the functions under his supervision. The report will be in the form of a memorandum addressed to the Director of Personnel and submitted in an original only.

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3. Each of the officials designated above is expected to maintain workload statistics which will adequately reflect the nature and volume of work performed in his unit. Such records may be maintained informally but the data recorded must be readily available upon special request from this office. Summaries of workload statistics will be routinely included in semi-annual and annual progress and plans reports.

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Harrison G. Reynolds
Director of Personnel



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